2. Logging In

2.1 Accessing the Log-In Screen

In order to access the Log-in screen, you must first open or start the Metrics application. When you open the Metrics application, the Log-in screen (Figure 2.1) is the first screen you see. If you do not know how to open the application, see Section 1 of this Users Guide.

2.2 Log-In Screen

The Log-in screen, shown in Figure 2.1, allows you to use the Metrics application after you have successfully logged in.

2.3 Log-In Procedure

When you open the Metrics application, the Log-in screen is the first screen you see. When it appears on your monitor, the cursor (small, blinking vertical line) is in the Username box, ready for you to type in your name. Go ahead and type in your Username.

After you type in your name, the next step is to type in your password. To do this, the cursor must be in the Password box. You can move the cursor to the password box by pressing and releasing either the Tab key or the Enter key on your keyboard one time. (Or use your mouse to position the arrow in the password box and then press and release the left mouse button one time.) Each of these methods places the cursor where it needs to be for you to type in your password.
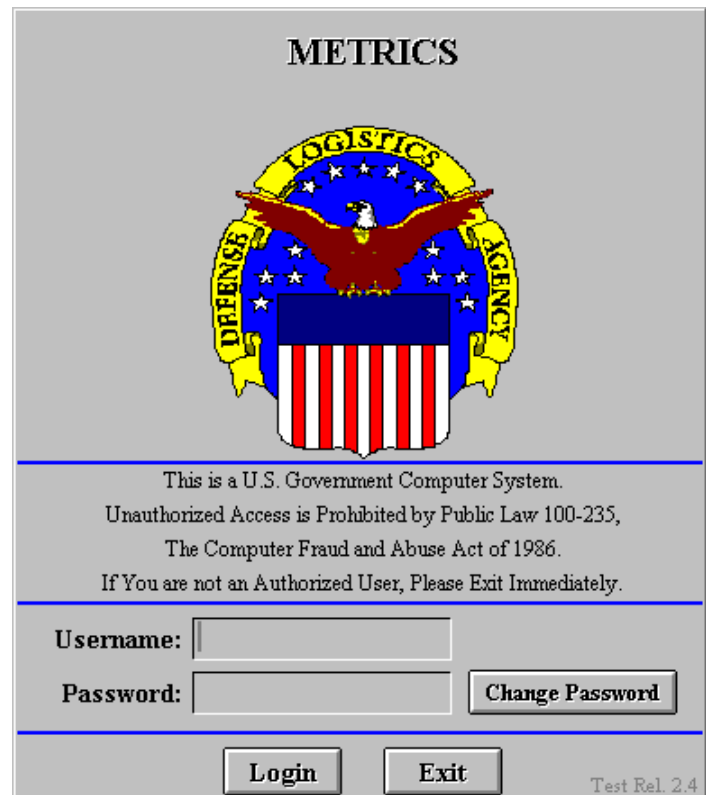
Figure 2.1 Metrics Log-In Screen

If you are using the Metrics application for the first time, use the password that was assigned to your Username. You should then change this password to one of your own choosing. You should also change your password periodically. *Section 3* explains how to change your password.

For now, type in your existing password. You will probably notice that regardless of what letter you type, an asterisk shows up in the Password box. Although this makes it difficult for you to see if you typed in your password correctly, it prevents others from seeing your password. Next, press Tab or Enter. (The application will let you know if you typed it

correctly when you complete the log-in process.) To complete the log-in process, click on the **Log-in** button.

If what you see on your monitor changes to the Metrics Menu screen (Figure 4.1), you have successfully logged into the Metrics application. *Note: After you press either the Tab key or the Enter key one time (after you type in your password), the asterisks change to number (pound) signs.*

On the other hand, if your log-in attempt was unsuccessful (you may have typed in your password incorrectly), you will know because of the log-in error message(s) like those in Figure 2.2 which pop up on your monitor. It is possible to get rid of the error messages and redo the log-in procedure. Simply click the **OK** button or press your Enter key for each successive pop-up message until no more appear, and you will be able to enter your information again.
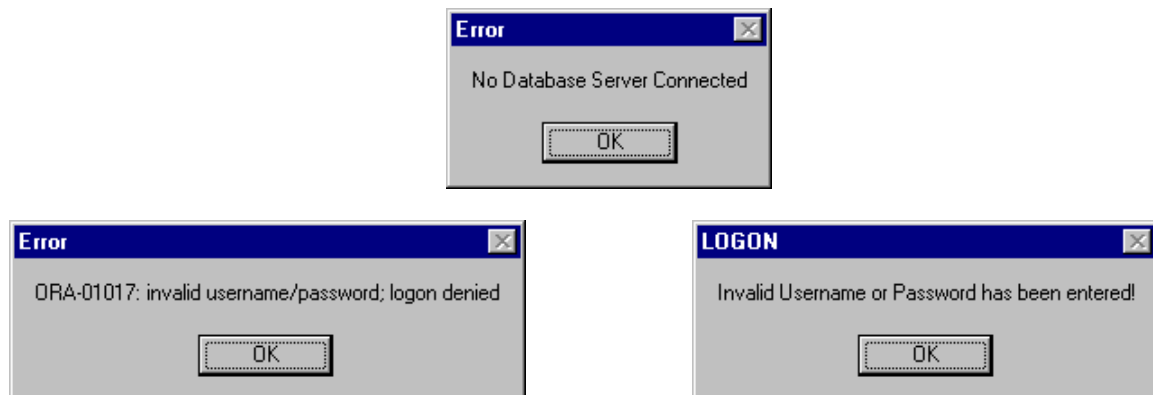
Figure 2.2 Log-In Error Message Pop-Up Screens

2.4 Changing Your Mind

You can exit the Log-in screen and avoid entry into the Metrics application from this Log in Screen. To do so, click the **Exit** button.